

**To:** Public Charter Schools

**From:** Amanda McCammon, Director of PK-16  
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**Subject:** Policy on Public Charter School Access to State and Federal CTE Funds

As part of an on-going review of the policies and procedures related to the Carl D. Perkins funds and State CTE Course funding, the IDOE has determined that public charter schools are eligible recipients of both federal Perkins and state CTE course funding. Specifically, the following excerpts from the Carl D. Perkins Act, and Indiana Code (IC):

**Carl D Perkins Act of 2006**

**Sec 3 (14) Eligible Recipient.**- The term 'eligible recipient' means-

- (A) A local educational agency, including a public charter school that operates as a local educational agency, an area career and technical education school, an educational services agency, or a consortium eligible to receive assistance under section 131;

**Sec 133 (d) Consistent Application.**- For purposes of this section, the eligible agency shall provide funds to charter schools offering career and technical education programs in the same manner as the eligible agency provides those funds to other schools. Such career and technical education programs within a charter school shall be of sufficient size, scope, and quality to be effective.

**Indiana Code**

**IC 20-43-2-1**

(a) An individual is an eligible pupil if the individual is a pupil enrolled in a school corporation and:

- (1) the school corporation has the responsibility to educate the pupil in its public schools without the payment of tuition

(b) For the purpose of career and technical education grant, an eligible pupil includes a student enrolled in a charter school.

As a result, the IDOE has developed the following guidance.

*NOTE: While this guidance is specifically for public charter schools the policies and procedures outlined below have been and will be used for all public schools.*

### **State CTE Course Funds**

All public schools, including charters, can access State CTE Course Funding, but must meet the same standards as traditional public schools to be eligible to receive funds. This means they must meet CTE Program standards, licensing requirements, and complete all related reporting. The following are the steps school must complete to be eligible to receive State CTE Course funds.

*NOTE: The deadlines listed are those that have been in place for decades and will continue to be followed. However, to the timing of the release of this memo, public charter schools will have until September 8, 2017 to complete all the steps below.*

#### **STEP 1: SUBMIT THE CTE COURSE INVENTORY (Due by July 1 of each year)**

1. Complete the CTE Course Inventory Form, and attach governing board minutes or other documentation that shows all the CTE courses have been approved to be offered.
2. Submit to the Area CTE Director for review.
3. Upon completion of review by the Area CTE Director, submit the materials to Kris Campbell at [kcampbell@doe.in.gov](mailto:kcampbell@doe.in.gov).
4. The DOE and DWD will review and make a decision on approval or the need for revision.
  - a. If revisions are needed, the school will be notified and given the exact revisions expected.
  - b. If approved, the courses are register in InTERS.

#### **STEP 2: REGISTER WITH DOE AND DWD**

(Due by January 30 prior to the school year you wish to receive funding)

1. Complete the InTERS registration form and attach the following materials:
  - a. A copy of governing board minutes or other documentation showing authorization to offer CTE courses at the school and receive state funding. Note by receiving the funding you agree to comply with all regulations, policies, reporting, and monitoring related to CTE.
  - b. A copy of the notification to the Area CTE Director in your region that you will be offering CTE courses. As part of the State's check and balance system for CTE funding an Area CTE Director must have audited and approved the 30A form for each school.
2. Submit the form and materials to Kris Campbell at [kcampbell@doe.in.gov](mailto:kcampbell@doe.in.gov)
3. Once processed the school's CTE Contact will be registered in the InTERS system.

#### **STEP 3: COMPLETE THE 30A FORM (Starts on Count Day each year)**

The 30A process is adjusted each year due to a variety of changes (legal, reporting requirements, systems upgrades, etc). Due to this DWD holds multiple training sessions in August/September. Each eligible school/Area CTE District must attend at least one training. Details on the trainings are sent out to all registered Area CTE Directors and School CTE Contacts. If you have not receive information by mid-August please contact DWD.

The DOE performs an audit of the 30A during October and November. If any issues are discovered during the audit, you will be contracted by the DOE. Failure to respond to audit related request results in ineligibility to receive CTE funding for that school year.

### **Federal Carl D. Perkins Funds**

An eligible recipient of Carl D. Perkins can receive a local-level formula allocation if the recipient:

- Joins an already existing Area CTE District consortium (recommended) , or
- Works with the IDOE to go through the process to form a new Area CTE District, if:
  - They are eligible for an allocation of more than \$15,000 as calculated by the USDOE approved non-geographical bounded formula. That formula is based on reported enrollments in grades 9-12 from the previous school year , or
  - A rural or charter school that is below the \$15,000 minimum allocation, and can show they are unable to join an existing Area CTE District consortium.

### **Joining an Existing Area CTE District**

To join an already existing Area CTE District should contact the Area CTE District Director of the area CTE district in which the school is located and discuss joining the consortium. If you need assistance identifying the Area CTE District that your school is located in, please contact Kris Campbell (kcampbell@doe.in.gov) or Eric Ogle (eogle@doe.in.gov). The Area CTE Director will work with you to add you to the consortium. Additionally, the IDOE staff are available for advice and technical assistance.

Again, this is the recommended method for charter schools to access Perkins as there are considerable administrative requirements for an Area District and the process to create a new Area CTE District takes at least a year.

### **Creating a New Area CTE District**

*Note: This process takes at least a year to complete and funds are not available until the process is complete.*

For charter schools that wish to form a new Area CTE District, they will work with the IDOE to complete the following steps:

1. Identify an Area CTE Director that is:
  - a. Appropriately licensed – A CTE Director must have a CTE Director or Building Level Administrator license. If they hold a Building Level Administrators license it is highly recommended that they have experience in CTE.
  - b. Has the authority to act as an agent for the Area CTE District; and
  - c. Is allowed to communicate with the IDOE freely
2. Complete a 5-year Local Plan which outlines how the new Area CTE District will:
  - a. meet size, scope, and quality as defined by the State;
  - b. address the required uses as outlined in Perkins
  - c. avoid duplication of CTE program offerings;

- d. build the capacity to manage and administer the Perkins grant, including
  - i. Meeting all deadlines set by the IDOE
  - ii. Complete all required data, fiscal, and narrative reports
  - iii. Monitor for non-allowable uses and expenses
- 3. Complete an Annual Local and Improvement Plans
- 4. Complete an Annual Grant Agreement
- 5. Complete a New Area District/Director Monitoring Visit within the first semester of the grant

Once all these steps are complete the IDOE will work with the new Area CTE District's Director to get registered in InTERS.

Any questions can be directed to Eric Ogle by email at [eogle@doe.in.gov](mailto:eogle@doe.in.gov) or by phone at (317) 232-9167.